

# Local BMP Maintenance & Operation Verification Program





*City of Pleasant Hill*

The City of Pleasant Hill has special requirements for the Maintenance and Operations Verification of treatment BMPs within its jurisdiction. The following section outlines these procedures.

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### ICON KEY

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## Requirements for Maintenance and Inspections

Maintenance and annual inspection of treatment BMPs is required by the City of Pleasant Hill Stormwater Management and Discharge Control Ordinance (Title 15, Chapter 15.05). In addition, the City of Pleasant Hill may require that a Stormwater Management Facilities Operation and Maintenance Agreement and/or Right of Entry be executed as a Condition of Approval for the project.

## List of Stormwater Treatment Facilities

The Engineering Division is responsible for maintaining the list of stormwater treatment facilities. Procedures are as follows:

- The Engineering Division shall approve the Stormwater Control Plan. The Stormwater Manager shall create a record for each site and file a copy of the plan.

### City structure

The City's Clean Water Program is run from the Public Works Department – Engineering Division. The Stormwater Manager is responsible for administering the City's Stormwater Program, with support from Engineering Inspectors.



- The Engineering Division shall receive and review the following documents when an applicant applies for a construction permit:
  1. detailed drawings and specifications for all stormwater facilities, and
  2. a draft Stormwater Control Operation and Maintenance (O&M) plan.



Requirements of the Stormwater Control O&M plan are available in Appendix F of the *Stormwater C.3 Guidebook*.

- The Stormwater Inspector shall verify the methods and materials used in the construction of the facilities coordinated with regular construction inspections. The Stormwater Inspector shall also verify that the facilities are maintained properly during the construction period.
- The Stormwater Manager shall receive the Final Stormwater Control O&M Plan prior to issuance of a Certificate of Occupancy, and add it to the file.

During the initial implementation of the O&M Verification Program, sites with stormwater treatment facilities are tracked by a simple list showing site name, owner, and address. Further information is accessed and compiled by referencing each specific Stormwater Control O&M Plan. In the future, as the number of sites with stormwater treatment facilities grows, the City of Pleasant Hill shall create a database to track facility types, locations, and inspections.

## Plan for Stormwater Facility Inspections

The Operator of each site with a stormwater treatment facility is required to obtain an annual Certificate of Compliance, which certifies the appropriate operation and maintenance of the site.

The Operator is responsible for requesting an inspection from the City at least 15 days before the current Certificate of Compliance expires or submitting to the Engineering Division an executed, City approved inspection form. In accordance with the City of Pleasant Hill Municipal Code, the Stormwater Manager may issue an administrative fine and an Engineering Inspector may conduct the inspection at the Operator's expense.



## Inspection Procedure

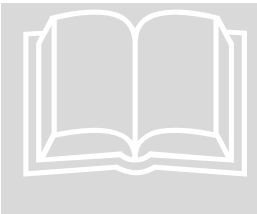
Inspection checklists for each BMP are to be incorporated into the required Stormwater Control O&M Plan for each site as described in Appendix F.

Inspections will be recorded on a log similar to that in Attachment F-3 to Appendix F. The inspector's report will include the information shown in Attachment F-4 to Appendix F. Inspectors' reports shall be filed along with the Stormwater Control O&M Plan.

## Documentation, Effectiveness Evaluation, and Continuous Improvement

The Stormwater Manager will be responsible for reviewing and assessing the BMP O&M Verification Program each year when the City's annual report to the Regional Water Quality Control Board (RWQCB) is prepared. The report to the RWQCB will include:

- Any updates to the organization of the verification program.
- Planned improvements to the verification program.
- Summary of inspections and inspection results.
- Sites added to the verification program, including treatment measures used, sizing criteria employed, and party responsible for O&M.
- Evaluation of the verification program's effectiveness.



### References and Resources

- City of Pleasant Hill Municipal Code (Title 15, Chapter 15.05)
- Information on BMP construction, operation, and maintenance is available in Operation, Maintenance, and Management of Stormwater Management Systems by the Watershed Management Institute. See <http://www.epa.gov/owow/nps/wmi>.
- Information on maintenance requirements for specific BMPs is compiled on SCVURPPP's website at [http://www.scvurppp-w2k.com/Treatment\\_Control/BMPs.htm](http://www.scvurppp-w2k.com/Treatment_Control/BMPs.htm).
- Guidance for planning treatment BMP operation and maintenance is in Chapter 3, Step 9, Chapter 6, and Appendix F of the Stormwater C.3 Guidebook